REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO.

DDS/OF-173

1. TITLE OF REPORT (If a fill-in report include Form No.)	2. TYPE OF REPORT		
Account No. 1441, Advances to Agency Personnel (Regular Payroll)		X	STATISTICAL
			NARRATIVE
			MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL
	LOGISTICS		SECURITY		OTHER (specify)
	MEDICAL		X	FINANCE	

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly	6. DISTRIBUTION (No. of components not number of copies) 48

7. FORMAT (memorandum, form computer print-out, etc) Machine Listing	8. ADP PROCESSING	9. DIRECTIVE AUTHORITY REQUIRING REPORT
	X YES IF YES GIVE ADP PROCESSING NO.	
	NO Job:212, Prog:A-5-N	

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
Accounts	

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
Pro rata share of review, analysis and distribution time.									$ 524.20

B. COSTS OF COMPUTER PRODUCED REPORTS

2,000 pgs x 4 cys - 8,000 pgs x 3¢ = $240.00 x 12 times =	$ 2,880.00

TOTAL COSTS PER YEAR	$ 3,404.20

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT	ESTIMATED SAVINGS	
RETAIN AS IS OTHER (explain)	MAN-HOURS	DOLLARS
CHANGE		
DISCONTINUE		

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION

FORM 142

Classification

(22-36-43)